

SELECTMEN'S RECORD
April 25, 2017

ATTENDANCE AND CALL TO ORDER

The meeting was called to order at 7:30 p.m. in the Selectmen's Meeting Room at Town Hall by Chairman Nancy Hyde. Also present were: Selectmen Michael Walsh, Selectmen John Hickey, Town Administrator Michael Jaillet and Town Counsel Thomas McCusker. Christine McCarthy record the minutes.

N. Hyde led the Pledge of Allegiance.

N. Hyde asked if anyone wishes to record the meeting and granted permission to Westwood Media Center to record.

CHAIRMAN'S UPDATE

Annual Town Meeting

The 2017 Annual Town Meeting will be held on Monday, May 1, 2017. Registration opens at 6:30pm and Town Meeting will start with the reading of awards and resolutions at 7:00pm. Official start time will be 7:30pm or when a quorum is reached. Town Meeting information can be found on the Town's website at www.townhall.westwood.ma.us or contact the Town Clerk's Office for questions. Finance and Warrant Commission Recommendation Report Booklets were mailed to residents last week. All registered voters are encouraged to attend and voice their opinions on the important issues.

Moment of Silence - Joe Clancy

On Saturday, April 22nd, the Town lost a dear friend, Joseph Clancy. Joe served on many boards/commissions in Town, including the Roy London Humanitarian Award, School Committee, past recipient of the John Cronin Public Service Award, past recipient of Quarter Century Award, just a name a few.

The Board of Selectmen held a moment of silence in his honor.

SCHEDULED ACTION

Continued Public Hearing - Small Cell Antenna - Cellco d/b/a Verizon Wireless

The Board of Selectmen continued a public hearing from March 20th regarding a petition submitted by Cellco Partnership d/b/a Verizon Wireless for permission to attach, maintain and operate small cell communications equipment on an existing utility pole near 402 High Street.

The purpose of the installation is to address network coverage and capacity in the immediate area of the pole within an area of approximately ½ mile which will offload wireless traffic from macro sites and designed to increase throughout to customers in proximity to the pole.

At the Board's March 20th meeting, some residents expressed concerns about health effects and the equipment. Reports have been provided that indicates no health issues are connected to this equipment. To date, no residents have submitted any further written concerns or come by Town Hall to inspect the full details of the petition or plans or reports.

Dan Klasnick, the Attorney for Verizon, has informed Selectmen of a last minute conflict and was unable to attend the meeting.

M. Walsh if any residents requested the health issue reports? M. Jaillet responded that none had requested the reports.

N. Loughnane added that there are two petitions for these same small cell antennas in front of MassDOT to installed along Blue Hill Drive and University Avenue areas that are under the state's jurisdiction.

M. Walsh moved to the petition as follows:

**In the Board of Selectmen of the Town of Westwood, Massachusetts
Notice having been given and public hearing held, as provided by law,**

IT IS HEREBY ORDERED:

That Cellco Partnership d/b/a Verizon Wireless be and it is hereby granted a location for and permission to install a small cell wireless antenna, and the necessary sustaining and protecting fixtures on pole #19-42 and maintain such equipment to be placed thereon, together with such sustaining and protecting fixtures as said company may deem necessary, in the public way known as High Street – Route 109 (near 402 High Street), as requested in petition of said Company dated February 21, 2017, with the condition that all components of the wireless facility be painted and maintained in a color acceptable the Community and Economic Development Director and or the Town Planner.

J. Hickey Seconded. Unanimous Vote: 3-0

Public Hearing – Eversource Grant of Location to Install One (1) Pole on Washington Street

The Board of Selectmen held a public hearing for a Grant of Location to install one (1) pole at 14 Washington Street to provide electric service to Hogan Tire. Hogan Tire is completing its renovations at 14 Washington Street. As the project nears completion, the owners and Eversource have been working to establish the relocation of electrical service to the new building. After a survey of the lot, Eversource has determined a new pole is necessary.

The location would be:

Washington Street – Easterly side approximate 20+/- feet south of Gay Street
Install one (1) new pole #31/1A

Christine Cosby, Eversource, stated that this is an entirely new pole.

N. Loughnane stated that the Planning Board raised a questions related to this pole specifically that if another pole was needed in the right of way even though there was a pole currently on Hogan Tire Property? N. Loughnane spoke with Christine Cosby prior to the meeting and Eversource and it was determined that this pole was necessary.

M. Walsh moved to grant permission to NStar Electric Company d/b/a Eversource Energy to erect, construct, and a location for the erection or construction of a pole, to be owned and used and for such other fixtures including anchors and guys as may be necessary to sustain or protect the wires of the line upon, along and across the following public ways of the Town of Westwood; Washington Street – Easterly side approximate 20+/- feet south of Gay Street; install one (1) new pole #31/1A. J. Hickey Seconded. Unanimous Vote: 3-0

NEW BUSINESS

Post and Fill Position – Senior Library Custodian and Library Custodian

Due to a vacancy in the senior custodial staff at the Westwood Public Library, the Library Director needs to fill the position of Senior Library Custodian. The Director will seek to promote an internal candidate into the vacant Senior Library Custodian position. This internal promotion will create a vacant custodian position within the organization that the Library Director would request be filled.

M. Walsh moved to authorize the Town Administrator to work with the Library Director and Human Resources Director to post and fill the position of Senior Library Custodian and the position of Library Custodian for the Westwood Public Library. J. Hickey Seconded. Unanimous Vote: 3-0

Authorization to Overspend – Snow and Ice Account

The Department of Public Works has responded to twenty five (25) snow & ice events this winter. Four out of the twenty five events required additional contractor support for snow plowing and removal, with one of those occurring after the previous Board of Selectmen Authorization of \$300,000. All events, along with materials, maintenance, and miscellaneous expenses have totaled approximately \$615,000. This currently puts the snow and Ice budget in a deficit of \$65,000.

M. Walsh moved to authorize the DPW Director to deficit spend from the Snow and Ice account up to \$70,000 according to M.G.L. Chapter 44, Section 31D to cover the current deficit and any outstanding balances. J. Hickey Seconded. Unanimous Vote: 3-0

OLD BUSINESS

Appointment of Fire Chief Screening Committee

At the Board’s April 11th meeting, it discussed potential appointments of individuals to a Screening Committee that will be tasked with the recruitment and recommendation to the Board of Selectmen for appointment as the next Fire Chief. Based on the discussion at that meeting, the Town Administrator has compiled a list of names for the Board’s consideration.

The Consultant will work directly with the Fire Department staff to hold focus groups and/or interviews on what they expect from the next Chief. The Consultant also will have recommendations for a Fire Chief Representative (currently serving or retired Chief). N. Hyde added that Chief Scoble participated in the process for drafting the articles for Town Meeting.

M. Walsh moved to appoint the following individuals to the Fire Chief Screening Committee:

Individual	Title
Nancy Hyde	Selectmen Representative
Michael Jaillet	Town Administrator
Pam Dukeman	Finance Director
Jeff Silva	Police Chief
Nora Loughnane	Comm. and Eco. Development Director
Kevin Routhier	Community Member
Elizabeth Phillips	Community Member
Joseph Emerson	Personnel Board
Ex Officio	
Joan Courtney Murray	Human Resources
Mark Morse	MMA Consulting

J. Hickey Seconded. Unanimous Vote: 3-0

Municipal Facilities Task Force

At the Board's last meeting, it discussed the creation of a Municipal Facilities Task Force. The Board received a drafted mission statement and objective. The Islington Center facilities will remain with the Islington Center Task Force for now so it will not be included at this time. The Board will review the needs of these facilities if necessary in the future. M. Jaillet recommended that the Task Force be responsible for creating a priorities list.

The list of facilities the Task Force will need to assess include, but are not limited to:

- The Patricia Carty Larkin Senior Center – including the idea of the a possible expansion of the building to house the shared needs of all human service departments, including Youth and Family Services, Recreation, Veteran's, Housing, and COA.
- Town Hall utilities (heating, cooling, electrical, etc.), capacity, meeting space and handicap access are all obsolete.
- Main Fire Station was found to be in need of updating and inadequate to meet current needs.
- There has been expressed interest in new sports facilities including, but not limited to, a gymnasium, field house, hockey rink or some combination facilities that combines these uses.
- If the town decides not to sell or transfer ownership of the Islington facilities (ICC and Wentworth Hall) the town will need to engage in significant repair and reconstruction of these facilities to better match the use of the space.
- The new (Library, Police and Fire Stations) facilities and existing facilities that remain in use should have a comprehensive maintenance and capital investment plan.
- Obed Baker House which is under the Town's ownership but has not had any maintenance repair done to it.
- The White House at the DPW Facility

The Board discussed individuals that might be a good appointment for this board should have a specific skill set (i.e. similar to Peter Paravolas and moving historical buildings when he was on the Colburn School Reuse Task Force).

M. Jaillet stated that it would be good to reach out to the School Department to cross reference the municipal facilities list and the school buildings lists when appropriate. M. Jaillet will bring back some names to the Board to consider for appointment at a future meeting.

The Board discussed the various boards/committees representation and decided to put off suggesting specific appointments until a future meeting.

Release 3rd and 4th Quarter Capital

The capital articles approved at the 2016 Annual Town Meeting included language stipulating that “each listed capital equipment or project must be authorized by majority vote of the Board of Selectmen prior to any purchase and/or implementation of project and/or expenditure of funds.”

For the first quarter of FY17, \$2,124,600 in capital spending was approved by the Board at the June 20th meeting and \$317,000 was approved at the October 3rd meeting. Capital expenditures requested for the third and fourth quarters amounting to \$178,550 now require the Board’s approval to be released.

Police Vehicle	\$38,550
IT – End User Technology	\$40,000
School – Roofing	\$100,000
Total	\$178,550

While these capital items are scheduled for release, the Town Administrator will still require that all Procurement Checklists are submitted in a timely manner and before any purchases can be made.

M. Walsh moved to authorize the release of the 3rd and 4th quarter capital requests as follows: Police Vehicle totaling \$38,550; IT – End User Technology totaling \$40,000; and School – Roofing totaling \$100,000 for a total of \$178,550 contingent upon all procurement procedures and checklists are submitted prior to purchasing. J. Hickey Seconded. Unanimous Vote: 3-0

Construction Project Update – Fire and Police

The Board reported the Fire Station building is projected to be completed and occupied this summer. The schedule depends on items that were ordered come in to replace items that were damaged.

The Board reported the Police Station new building is projected to be completed and occupied in October, but that the remainder of the project including the demolition of the old building will continue through the winter.

Future Board of Selectmen Meetings

The Board scheduled the following meetings:

- Monday, May 1, 2017 at 6:30pm in the Faculty Room at the High School prior to Town Meeting
- Monday, May 8, 2017 at 6:30pm in the Small Meeting Room at the Library prior to the Roy London Award Ceremony

- Monday, May 15, 2017 at 7:30pm in the Selectmen's Meeting Room at Town Hall
- Tuesday, May 16, 2016 at 7:00pm in the Thurston Middle School Cafeteria
- Wednesday, May 31, 2017 at 7:00pm in the Thurston Middle School Cafeteria
- Monday, June 5, 2017 at 7:30pm in the Selectmen's Meeting Room at Town Hall
- Monday, June 19, 2017 at 7:30pm in the Selectmen's Meeting Room at Town hall

OTHER BUSINESS THAT MAY PROPERLY COME BEFORE THE BOARD

N. Hyde asked if there was any other business that may properly come before the board?

PUBLIC AND PRESS

N. Hyde asked if there were any questions from the public or press?

EXECUTIVE SESSION

NEXT MEETING

The Board of Selectmen's next meeting will be held on Monday, May 1, 2017 at 6:30pm in the Faculty Room at the High School prior to Annual Town Meeting.

M. Walsh moved to adjourn. J. Hickey Seconded. Unanimous Vote: 3-0

M. Walsh, aye. J. Hickey, aye. N. Hyde, aye.

The meeting was adjourned at 8:25 p.m.

Initial after reviewed



A handwritten signature in black ink that reads "Michael J. Jillet". The signature is written in a cursive style with a large, sweeping initial "M".

M. Jillet
Town Administrator